

# Trustee Recruitment Pack 2024



*Relieving poverty in  
Fulham since 1618*

## About Us

With a 400-year strong history of charitable giving, [Dr Edwards & Bishop King's Fulham Charity](#) (often referred to as DEBK) is a local charity that helps provide for the needs of people living in the old Metropolitan Borough of Fulham, London, since 1618. Currently, our three principal grant making streams to achieve our objectives are:

- **Relief in Need** - We supply grants for essential items to Fulham residents on low incomes who may be referred by local welfare agencies or who may apply direct
- **Grants for Organisations** - We provide grants for running costs, or for projects, to organisations who are helping local people in need
- **Holiday Schemes** - For children who would not otherwise have a break during the school holidays

## History and Constitution

DEBK exists as a result of the terms of two wills, dating back to the early part of the Seventeenth Century. To the best of our knowledge, the charity was begun in the year 1618 – meaning that 2018 was our 400th birthday. Survival over time has been the result of careful management, and help has been given to the people of Fulham throughout, enabling a small but vital element of need relief for individuals and families otherwise struggling to cope.

Dr Edwards & Bishop King's Fulham Endowment Fund is a separate entity and is a subsidiary of the main charity in order to protect the endowment.

## Area of Giving

The map indicates the area in Fulham that fall within our benefit.

## Our Charitable Objects

- The relief either generally or individually of persons resident in the area of benefit who are in conditions of need, hardship or distress
- The advancement of education by paying for the education and training for persons in need for the aim of their obtaining employment



## Overview of our financial year 2023-24; a year of change and development

2023/24 has been a year of significant development for the charity. Several new systems were implemented after a review of processes to manage and monitor grants and finances. We now take applications for both individual and organisational grants online, using a specific grant making application on the cloud-based Salesforce database. Alongside this we have reviewed our invested funds and adopted a new investment strategy. With a new Chair of Trustees being elected in December 2023 we also now have the opportunity to review our grant making to ensure that we are meeting needs in Fulham.

**152 grants were awarded to individuals with a total value of £183,285.**

We supported individuals and families with essential household items and flooring. According to need, we supply items such as cookers, washing machines, fridges and furniture. At least 359 people directly benefited from these awards. We accept applications from individuals and from referral agencies.

**We provided £133,976 over the period in grants to 20 organisations**

We gave support to a number of organisations and projects that are trying to address problems such as:

- Food poverty
- Getting online (particularly older people, and school children).
- Reducing isolation (even where the implemented contact methods were 'virtual').
- Supporting those with mental health diagnoses.
- Enabling 'controlled' social activities for young people.
- Providing (virtual) advice and support.

Our total income for the year 2023-24 was £532,890. Past annual accounts can be found [here](#)

**7 grants were made towards holiday schemes with a total of £28,728 being awarded.**

Approximately Fulham children benefitted from being able to attend a club or project during the school holidays.



# Role Description

**Role title:** Trustee (two roles available)

**Details:** This is a voluntary role which is mainly home based with Trustee meetings being held at a community venue in Fulham. The role is likely to take the equivalent of up to two days a month and each Trustee will also be a member of one of the committees

## 1 Role Summary

Our trustees play a vital role in making sure that DEBK achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that DEBK has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the CEO to enable DEBK to grow and thrive, and through this, provide support to organisations and individuals in need living in Fulham.

Board members have a collective responsibility for overseeing the management of the charity.

### Duties:

- Support and provide advice on DEBK's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee DEBK's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve DEBK's financial statements.
- Provide support and challenge to DEBK's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in DEBK's operating environment.
- Contribute to regular reviews of DEBK's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect DEBK's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of DEBK's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise

## ***What we are looking for***

Currently we have Trustees with expertise and experience in finance, investment, management and other core functions, and now we are looking to recruit two new Trustees who either have a lived experience themselves, or who have worked closely with people in the Fulham community who are living with need, through either a paid or voluntary capacity. We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will further broaden the diversity of thinking on our board. It is envisaged that the new Trustees will be members of the grant making panels

You do not need previous governance experience – we will provide a full induction and training and if you have not been a Trustee before, we would encourage you to consider this role and we will provide support either directly or through mentorship with a more experienced Trustee.

As we have a very defined geographical area of benefit, it is essential that you are either a Fulham resident or have a very good knowledge of the area (ie you currently work within the community in Fulham).

## **Personal skills and qualities**

- Enthusiasm for our vision and mission.
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## ***Terms of appointment***

### **Terms of office**

- Trustees are appointed for a 3 year term of office, renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

### **Time commitment**

- Attending Board meetings annually (usually at least four per year). Currently meetings are held in person at the Sobus Hub, 20 Dawes Road.
- Membership of a grant making committee which will include either 10 online meetings per year (RIN Committee) or 2-3 in person meetings (Development Committee).
- Attending 1 annual strategy day
- Any relevant training as needed

## How to Apply

This is a wonderful opportunity to join a charity which has served Fulham residents for over 400 years. DEBK provides vital support to those that need it most and if you believe that you have the skills and experience to join the charity, we would very much like to hear from you. To apply, please send:

- A recent CV with the details of two referees. We will not contact them without your permission.
- A supporting statement that addresses how you meet the criteria for the role and outlines your motivations for applying.

Please send your application for the attention of Chair, Richard Rawlinson, to our CEO at [amelia@debk.org.uk](mailto:amelia@debk.org.uk)

If you would like to have an informal discussion about the role, please do contact Amelia Gosal at the email address above or on 07552 506771

## Timetable

**Closing date for applications:** 30 September 2024. Please note that we will consider applications as they come in and arrange meetings accordingly.

We look forward to hearing from you.